

Retention and Classification Report

Agency: Sandy (Utah) (3303)

10000 Centennial Parkway
Sandy, UT 84070
801-568-7100

Records Officer Molly Spira

28763 City Council meeting minutes
27607 *Environmental Assessment
28762 Ordinances

AGENCY: Sandy (Utah)

SERIES: 28763

3

TITLE: City Council meeting minutes

DATES: 1853-

ARRANGEMENT:

DESCRIPTION:

These records support the agency's function to establish city ordinances, approve board members of municipal commissions, and to execute all other assigned responsibilities in an open and efficient manner (Utah Code 52-4-201 (2006)). Records document all matters proposed, discussed, decided, and votes taken (Utah Code 52-4-203 (2014)). Information includes parties present, agendas, notices, and any public materials distributed at the meeting.

RETENTION:

Retain 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 10/09/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

AGENCY: Sandy (Utah)

SERIES: 28763

TITLE: City Council meeting minutes

(continued)

APPRAISAL:

Administrative Historical

These records are of historical interest as they document the decision and actions of a municipal government.

PRIMARY CLASSIFICATION:

Public

AGENCY: Sandy (Utah)

SERIES: 27607

3

TITLE: Environmental Assessment

DATES: 1981.

ARRANGEMENT:

DESCRIPTION:

Environmental Assessment for I-15/10600 South Interchange in Sandy City done by Greiner Environmental and Salt Lake City Corp.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative

Disposition based on the value of the information in this environmental assessment regarding the 1-15/10600 South Interchange for research purposes.

PRIMARY CLASSIFICATION:

Public

AGENCY: Sandy (Utah)

SERIES: 28762

3

TITLE: Ordinances

DATES: 1893-

ARRANGEMENT:

DESCRIPTION:

These records support the agency's function to exercise its legislative powers in order to govern the municipality (Utah Code 10-3-701 (1977)). Records document all subject matters of the municipal law. Information includes a title, preamble, subject of the ordinance, mayor's signature, and agency's seal (Utah Code 10-3-704 (2010)).

RETENTION:

Retain 20 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 10/09/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical Legal

These records are of historical interest as they document the governing laws of the agency. Records also have legal value as they document the legal rights or obligations of the government and its citizens.

AGENCY: Sandy (Utah)

SERIES: 28762

TITLE: Ordinances

(continued)

PRIMARY CLASSIFICATION:

Public